

# Conflict of Interest Disclosure Form



Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Unit: \_\_\_\_\_

**Purpose:** This form may be submitted to disclose your actual, perceived, or potential conflict of interest in accordance with [College Policy and Procedure 31003](#). The Office of Compliance, Risk, and Ethics will provide a response to guide you to best manage or avoid any conflicts, if present.

**Instructions:** Select the applicable option below and describe the details in the space provided. If you are unsure which category your situation falls into, please mark "Other." Submit the form via email to [ethics@montgomerycollege.edu](mailto:ethics@montgomerycollege.edu). You may be contacted for more information if necessary to assess whether a conflict is present.

**Business Relationships**

Do you or a family member have any business relationship with or financial interest in an entity that (a) has a contractual relationship with Montgomery College, (b) provides goods or services to MC, or (c) that seeks to do business with MC (e.g., by submitting a proposal in an RFP)?

**Family Members Working Together at MC**

Do you work in the same area or department as a family member or have you been involved in the hiring, supervision, or review of the work of a member of your family working at MC?

**Gifts or Favors**

Have you (as an individual or on behalf of your department) or a family member accepted gratuities, gifts, or special favors from someone (or an entity) who does business with or seeks to do business with the College?

**Outside Jobs/Activities**

Are you a full-time MC employee who participates in a job, consulting work, or entrepreneurial venture outside of MC? For all MC employees (full-time, part-time, temporary): do you participate in an outside activity that may overlap with or require your attention during your scheduled work hours at MC? Do your outside activities involve College vendors or other entities that have a business relationship with the College? Do you work for or provide consulting services to any institutions that offer classes similar to those offered at MC?

**Use of College Resources**

Do you use—or expect to use in the immediate future—any College resources in the performance of any outside activity?

**Other**

Provide below any information that is relevant to the situation you are disclosing and which might assist the College in managing the conflict (if one exists). For example, where applicable, you should identify the nature of the outside job or activity, the duration and frequency of that activity, the nature of your financial interest, the type of gift received—as well as its source and approximate value—and the nature of your College responsibilities insofar as they relate to the business or other outside activity. Please be as specific as possible.

I hereby affirm that the information provided here is true and complete to the best of my knowledge. I have read and understand my obligations under College Policy and Procedure 31003 – Conflict of Interest, and will comply with any conditions put in place by the College to manage, reduce, or eliminate conflicts of interest or conflicts of commitment. I will submit an updated disclosure promptly, if my circumstances change. I understand that failure to comply with P&P 31003 and/or making false or misleading statements could result in disciplinary action up to and including termination.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_